**SRC-DBVI[[1]](#footnote-1) Minutes**

**Date & Time:** August 16th 2023 (10am – 12pm)

**Location:** Virtual Meeting

**Attendance Key: P = Present, E = Absent (Excused), A = Absent (Unexcused), TEL = Telephone**

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| **Council Members:** | | | | | |
| **P** | Andrew Maclean, *Chair* | **E** | Sherry Belka |  |  |
| **P** | Cheryl Peabody, *Vice* | **P** | David Emberley |  |  |
| **P** | Allen Kropp, *Treasurer* | **P** | Roger Fuller |  |  |
| **P** | Mary Beth Walsh | **P** | Amber White |  |  |
| **P** | \*Brenda Drummond [[2]](#footnote-2) |  |  |  |  |
| **P** | Darcy Gentle |  |  |  |  |
| **P** | Nancy Moulton |  |  |  |  |

**Members of Public:** Jessica Cavanaugh, Julia Endicott, Peter Diplock, Kathy Despres, Diane Frigon, & Andrea Bickford.

**Recorder:** Branden Densmore **Next Meeting:** September 11th 2023 **Minutes Approved: YES**

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| **Topic** | **Discussion** | **Action** | **Responsible** |
| **Introduction** | SRC-DBVI meeting was *called to order at 10:00 am sharp* – introductions were given.  The *agenda was approved*, and time was given for *public comments* but none were forthcoming.  ***Chair’s Report***: Cheryl Peabody’s application for membership to the NCSRC[[3]](#footnote-3) has been submitted, but still awaiting approval.  Executive committee meet two weeks ago. | NA | NA |
| **Topic** | **Discussion** | **Action** | **Responsible** |
| **Minutes** | The SRC-DBVI discussed the June 2023 minutes.  *The June minutes were approved as written.* | *Send June 2023 minutes to webmaster for posting.*  *Create August 2023 draft minutes and send to Cheryl.*  *Distribute August draft minutes to council members for review.* | Branden Densmore  Branden Densmore  Cheryl Peabody |
| **Committee Reports** | Committee membership list was sent out to all members.  ***Program Assessment***: Last meeting held in July. Discussed data. Looked at reasons for case closures without employment outcomes.  Reviewed financials and found no issues.  AWARE software moving to coincide with the federal fiscal year.  ***Transition***: Meeting held last week. Flyer being created for both employers and transition students.  ***Membership***: Marybeth’s term is up and she needs to rotate off. Darcy will receive info from Marybeth.  Cheryl and Andrew will join the committee.  There are 6 pending members for SRC-DBVI. | *Check committee membership list for accuracy, and join committees if interested.*  *Add report about data on next meeting agenda.*  *Think about other goals for transition committee, and if they should change to Ad Hoc.*  *Recruit someone from same field as Marybeth to retain her skill set.*  *Contact governor’s office about pending membership approval.* | Council Members  Andrew Maclean  Committee Members  Committee Members  Committee Members |
| **Topic** | **Discussion** | **Action** | **Responsible** |
| **Director’s Report** | **Vacancies**: There is a Regional Director vacancy in the southern area. Interviews done, no one selected yet.  2 O&M[[4]](#footnote-4) positions open Portland. Moving staff around to cover.  Actively looking for O&M folks, or anyone interested in becoming an O&M.  **Budget:** Wrapping up yearly budget, and won’t see the money (from the General Fund) until October.  **Summer Programs**: The *LIFE[[5]](#footnote-5) Camp* program ended a couple weeks ago. 3 students finished and had closing ceremony. Brenda attended.  *No Barriers*: Weekend program in Bryant Pond, going from August24th through August 27th.  6 students signed up so far, with a couple more waiting in the wings. They would like to have a least 10 students, and no younger students signed up for the 2nd week.  *Family Fun Day*: One day event in Brunswick at the Adaptive Outdoor Education Center, happening on October 14th from 11am-2pm. | NONE | NONE |
| **Topic** | **Discussion** | **Action** | **Responsible** |
| **Director’s Report** | **Corrective Action Plan**: On track to wrap up by the end of September. Submitted time for eligibility and time for Individualized Plan for Employment (IPE). They believe they meet the requirements.  Forensic accounting looking at period of performance. They are encouraged because there is a concern about only 27 expenditure transactions out of 4,427.  ***Apprenticeship***: Webinars happening 2nd Friday each month.  In July BRS had 4 folks in pre-apprenticeship and 2 full apprentices.  **BEP[[6]](#footnote-6)**: Found one subcontractor to cover two BEP facilities - 6 month contracts - until they find someone who is visually impaired to take over. If needed, these contracts can be renewed.  BEP rules submitted to RSA 3 days ago.    **BLAST** national conference coming up.    Trialing a test micro-market kiosk that is more accessible. If it works out they will create a pilot project. | NONE | NONE |
| **Topic** | **Discussion** | **Action** | **Responsible** |
| **Priority Topics** | **2023 Budget** – The SRC-DBVI 2023 budget was discussed. No corrections or suggestions.  **2024 Budget** – The SRC-DBVI proposed budget for 2024 was discussed. Also no corrections or suggestions.  *Motion was made and seconded* to approve the proposed 2024 budget. *The motion passed* with 9 in favor, 0 opposed, and 0 abstentions.  **October Training** – The Executive Committee meeting Monday to discuss logistics of training. They have set tentative dates for October 16th and 18th.  Conversed about past trainings, whether to go virtual or hybrid, possible guest speakers, etc.  Some ideas suggested:   * Have client speakers * Host panel discussion * Have employers present | *.*  NONE | NONE |
| **Announcements** | Honorariums are offered to members not otherwise compensated for attendance. | *Contact Cheryl to receive honorarium.* | Members Not Compensated |
| **Adjournment** | Meeting was adjourned at 11:56am. | NA | NA |

**People & Organizations Represented**

**Brenda Drummond – Division For Blind & Visually Impaired (DBVI)**

**Peter Diplock – Division For Blind & Visually Impaired (DBVI)**

**Mary Beth Walsh – Mainely Access**

**Allen Kropp – Drummond Woodsum**

**Nancy Moulton – Catholic Charities Maine**

**Sherry Belka – Disability Advocacy Seat**

**Kathy Despres – Goodwill Industries**

**Andrew MacLean – Maine Medical Association**

**David Emberley – Department Of Education**

**Amber White – Iris Network**

**Julia Endicott – Disability Rights Maine (DRM), Client Assistance Program (CAP)**

**Darcy Gentle – Wabanaki Vocational Rehabilitation Program**

**Roger Fuller – Disability Advocate**

1. State Rehabilitation Council - Division For The Blind And Visually Impaired [↑](#footnote-ref-1)
2. \*Indicates Ex Officio, Non-voting member [↑](#footnote-ref-2)
3. NCSRS -> National Coalition Of State Rehabilitation Councils [↑](#footnote-ref-3)
4. O&M -> Orientation and Mobility Specialist [↑](#footnote-ref-4)
5. LIFE 🡪 Learning, Independence, Fun, and Employment [↑](#footnote-ref-5)
6. BEP 🡪 Business Enterprise Program [↑](#footnote-ref-6)